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Approved For Release 2001/08/07 : CIA-RDP78-04718A001800120007-4

REGULATION

SECURITY
August 1955

AUG 27 1955

SECURITY OF AREAS AND BUILDINGS

Rescission: CIA Regulation [REDACTED] dated 16 April 1951

SYNOPSIS: This regulation prescribes security standards for areas and buildings, establishes responsibilities, and sets forth security procedures to be followed.

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1. PURPOSE

The purpose of this regulation is to prescribe standards, responsibilities, and procedures for maintaining the security of areas and buildings which are controlled by this Agency and which are within the continental limits of the United States.

2. STANDARDS FOR AREAS

a. General

No pictures will be taken of any CIA areas unless permission is granted by the Director of Security.

b. Secure Areas

An area will be designated as a Secure Area when the perimeter security, physical structure, confines, or controls constitute sufficient safeguards so as to preclude unauthorized entry in the absence of guards; or, where guards are on duty, the security controls constitute deterrents sufficient to allow a guard to arrive at the specific area in time to prevent unauthorized entry.

c. Restricted Area

Any room, group of rooms, building, or installation which contains classified matter or information of a highly sensitive nature may be

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designated by the Director of Security as a Restricted Area, after maximum security procedures to protect the classified matter or information, and to control entrance and movement of personnel into, from and within the area, have been established.

3. STANDARDS FOR BUILDINGS

- a. The Director of Security establishes the security requirements for Agency buildings. These requirements vary with operational and administrative needs. Therefore, the Director of Security or his designee must approve the acquisition and occupancy of every building in the metropolitan area of Washington, D. C.
- b. Prior to the acquisition or occupancy of any building, or prior to any alteration or repair involving construction work to such facilities as have been acquired, the Director of Logistics, in collaboration with the Operating Official* concerned, shall request review of the proposed action by the Director of Security and approval or recommendations as to the security aspects of the acquisition, occupancy, and alterations before any action is initiated.

4. RESPONSIBILITIES

- a. The Director of Security

The Director of Security is responsible for the physical security of the Agency. He will develop and enforce security regulations governing entrance and exit requirements. He is responsible for either supplying qualified Security Officers or adequately training personnel to serve in that capacity at domestic and overseas installations.

(1) Night Security Officers

A staff of Night Security Officers has been organized to perform such security duties and functions as may be directed by the Director of Security, during nonworking hours, Monday through Friday, and on a 24-hour basis on Saturdays, Sundays, and holidays. The Night Security Officers will conduct after-hours security inspection of CIA installations, make security checks of safes and offices, inspect the contents of desks, tables, or other nonsecured equipment

* Operating Officials include: Chiefs of Senior Staffs and Area Divisions under jurisdiction of the Deputy Director (Plans); Assistant Directors under jurisdiction of the Deputy Director (Intelligence); and Chiefs of Staffs, the Comptroller, the General Counsel, and Directors of Offices under jurisdiction of the Deputy Director (Support).

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for improperly stored classified matter, handle violations such as improperly secured storage containers and exposed classified matter, perform specialized technical security functions, resolve security problems which arise after hours, discharge special security assignments, and prepare reports related to the foregoing activities.

b. Operating Officials

Operating Officials authorized to acquire additional space or to alter the physical aspects of existing space will notify the Director of Security of the contemplated acquisition or alteration. Such notice should be given in writing far enough in advance of occupancy that the security aspects of such contemplated facilities can be thoroughly developed. Surveys of the proposed space will be made by representatives of the Director of Security, together with representatives of the Office of Logistics and the office for which the space is being acquired. A written report containing instructions commensurate with the security aspects of the activities to be housed in the proposed space will be submitted by the Office of Security to the Office of Logistics and to the occupying offices. Prior to actual occupancy, the Office of Security will make a final inspection to determine that the security requirements have been complied with.

c. Guards

Public Building Guards assigned to CIA facilities are employees of the General Services Administration, and in the performance of their police security functions they are under the direct control and supervision of the Director of Security. No employee, other than the Director of Security, or his designated representative, shall issue orders, assignments, or special instructions to any Guard. The general duties of the Guards are:

- (1) Controlling persons entering or leaving CIA facilities in accordance with authorized admission and exit procedures.
- (2) Making periodic patrols and inspections of the buildings and facilities after working hours for the purpose of checking safes and windows and, inspecting tops of desks and other equipment for exposed classified matter.
- (3) Reporting security violations observed to the Director of Security through the Captain of the Guards.
- (4) Performing, in addition to the foregoing duties, the normal guard duties and functions pertaining to fire, disaster, accident, or other emergency.

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d. Receptionists

The Receptionist sections are organizationally responsible to the Director of Security in the performance of their function of receiving, processing, and escorting visitors into and out of Agency facilities. The Receptionist is responsible for notifying the person or office to be visited, ensuring that the visitor is escorted, and that appropriate records of the visit are maintained.

5. ADMITTANCE TO AND DEPARTURE FROM BUILDINGS OR AREAS

a. General

Personally owned cameras are not permitted in CIA facilities. They may be left with the Guard and collected on departure from the installation. Property passes will be required for any Government-owned property removed from an installation. There will be no unauthorized removal of official matter from CIA buildings or areas. Special considerations and control requirements govern the handling of all visitors who are foreign nationals. The Director of Security, in coordination with the Deputy Directors, will be responsible for establishing control requirements with respect to these visitors.

b. Property Passes

- (1) Property passes will be required for the removal of labor-saving devices such as typewriters, adding machines, stenotype machines, electronic and radio equipment, and radios. This will apply to personal property as well as to Government property.
- (2) Property passes will not be required for the removal of suitcases, traveling bags, brief cases, packages, envelopes, books, nor will they be required for the removal of film normally carried in metal cases, or language record containers.
- (3) Property passes may be obtained from the Building Supply Officer during regular working hours.

c. Employees

- (1) On entering and leaving an Agency facility, the employee's badge will be displayed to the Guard on duty in a manner such that he can determine that the badge or pass is valid and the person presenting it is the authorized holder. The mere possession of a building badge or pass is not in itself a license to enter a CIA building. All employees will display their building badge or pass in such a manner as to make recognition as accurate and as expeditious as possible. All persons will cooperate to the fullest extent with the building Guards in this respect.

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- (a) Personnel initially entering on duty with the Agency as staff employees, consultants, or detailed military personnel shall be directed in writing by the Office of Personnel to report to the Office of Security for issuance of an appropriate badge or pass.
- (b) The appropriate official of the component to which the individual is to be assigned shall be responsible for advising the Office of Personnel of any limitations, restrictions, or special instructions that may be required by the Office of Security for preparation of the requested badge or pass.
- (2) For purposes of security practices on admission and departure, working hours are considered to be from 7 a.m. to 7 p.m. Monday through Saturday. During these hours staff employees who possess a badge will be admitted to CIA facilities upon presentation of the credential to the Guard. The badge or pass does not give authority for entrance into facilities which are posted, or otherwise designated as a "Restricted Area" unless such authority has been included in the credential by means of a recognized and authoritative numerical designator placed thereon and incorporated in the construction of the badge or pass by the Office of Security. Upon entering or leaving an installation during nonworking hours, in addition to showing a badge, employees will sign the Guard register.
- (3) A staff employee who forgets his badge will report to the Receptionist and identify himself as an Agency employee. The Receptionist will require that the employee make telephonic contact with another employee in his immediate office for the purpose of identification. The person making the identification of the employee who has forgotten his badge will be required to report to the Receptionist to identify himself by displaying his own CIA badge. After identification of the parties involved, the Receptionist will issue the employee an Admission Card on which the words "Forgotten Badge - No Escort Required" shall be stamped after being signed by the identifying employee. An employee who has forgotten or lost his badge and desires admittance to an installation after working hours will follow the procedures for a visitor under like circumstances. See paragraph 5d(2) below.
- (4) Covert Personnel

When it is necessary to bring covert personnel into an Agency facility, a request from the Operating Official for a limited pass shall be forwarded to the Security Support Division, Office of Security, via the CI Staff, for concurrence. Each request shall contain:

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- (a) Present employment status of the individual
- (b) Intended future covert status
- (c) Necessity for bring the individual into a CIA facility
- (d) Basis for the belief that such action will not impair the individual's future usefulness to CIA.

Covert personnel will not under any conditions be admitted to Agency facilities as visitors. Covert personnel entering Agency facilities for termination interview or for other purposes connected with termination are a separate problem, and each case shall be treated individually by the Operating Official concerned in coordination with the Director of Security and the Director of Personnel.

(5) Lost or Stolen Badges

- (a) A CIA badge or pass is considered a security control; therefore, all personnel shall at all times use every precaution to prevent the badge or pass from falling into unauthorized hands through carelessness or theft. The loss of a badge, regardless of the circumstances, shall be reported immediately by telephone to the Office of Security. Written confirmation of the telephonic report shall be prepared as soon thereafter as is possible, and will be forwarded to the Director of Security through administrative channels including the Security Officer of the component concerned. The written report will contain full details surrounding the loss, including specific or general area location, activity engaged in, date and approximate time, and any action taken to regain possession. The foregoing procedures shall also apply to any Agency identification credentials which have become lost or stolen.
- (b) The first loss of an Agency badge by the holder will not be considered as a security violation; however, in accordance with the provisions of [REDACTED] two such losses within one year will be charged as a security violation against the individual.
- (c) If circumstances warrant, the Director of Security may require a two-week waiting period before the lost badge is replaced.
- (d) Employees who have lost badges or whose badges have been stolen shall be processed on entrance into Agency facilities in accordance with the requirements under paragraph 5c(3) above. Consultants and liaison personnel who have lost their badges or passes shall be admitted as visitors.

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d. Visitors

- (1) Only visitors on official business will be permitted to enter CIA facilities. All visitors entering CIA facilities will be directed by the Guard to report to the Receptionist, and thereafter will be admitted only under escort and upon presentation of a duly executed Form No. 38-4: Admission Card. An Admission Card will not be issued by the Receptionist unless authorized by an Agency staff employee concerned with the matter of the visit. Upon completion of the visit, the interviewer will sign his name in ink on the Admission Card and indicate the time of departure. The visitor shall then be escorted back to the Receptionist for exit from the building. If it is necessary for a visitor to call upon two or more employees located in different offices within a building or area, the first interviewer will escort the visitor to the second, and the last interviewer will escort the visitor to the receptionist desk. All escorts must be staff employees, and at the time they arrive to escort a visitor to and from the reception room will be required to display their CIA badges to the Receptionist. Special considerations and control requirements govern the handling of all visitors who are foreign nationals. The Director of Security, in coordination with the Deputy Directors, will be responsible for establishing control requirements with respect to these visitors.
- (2) Upon entering or leaving an installation during nonworking hours, visitors will sign in and out on the Guard register, and Form No. 322: After-Hours Visitor Admittance Pass, will be used in place of Form No. 38-4. The same procedures will apply with the Guard performing the functions of the Receptionist.

e. Consultants and Liaison Personnel

- (1) Requests for badges or passes for liaison personnel of the Executive Branch of the Government, and for other personnel not assigned, detailed, or associated with the Agency in an employee-employer relationship shall be forwarded through administrative channels of the component concerned to the Director of Security. The request shall set forth in detail the justification for the issuance. Badges or passes shall not be issued to personnel in this category unless there is a clearly established need on a continuing basis for the issuance of such identification. The appropriate official of the component concerned shall be responsible for the control of badges and passes in this category and shall ensure that they are surrendered to the Office of Security when the requirement no longer exists.

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- (2) Consultants and liaison personnel who possess authentic badges or passes which have been issued by the Office of Security will be admitted to CIA facilities in accordance with the limitations contained on the badge or pass, and upon its presentation to the Guard. The Guard shall be required to register the number of the limited badge or pass and the time of entrance and exit. Should the necessity arise for a consultant or liaison officer to make a visit to an Agency area not included in the limitation of his badge or pass, he shall be processed as a visitor in accordance with the provisions of this regulation.
- (3) Consultants and liaison personnel, on presentation of an authentic badge or pass issued in accordance with the foregoing procedures, may be admitted to Agency facilities during after hours, provided that the badge or pass is not limited to admittance during working hours only. The Guard shall be required to register the number of the limited badge or pass and the time of entrance or exit. In addition, such personnel will be required to sign the Guard register book indicating the time of entrance and departure. The buildings or areas that may be entered shall be restricted in accordance with the specific limitations indicated on the badge or pass.
- f. GSA, Maintenance, and Service Personnel
- (1) General Services Administration, and maintenance and service personnel of the Public Buildings Service will be admitted to CIA facilities upon presentation to the Guard of an authentic GSA identification badge. In addition, such personnel must also sign the Guard register, indicating the time of entry and time of departure. Telephone repairmen and snack bar personnel shall be admitted in accordance with requirements as set forth above for consultants and liaison personnel.
- (2) Except in an emergency, the only maintenance, service, or repair personnel permitted to enter CIA facilities during nonworking hours shall be members of the char force and engineers of the Public Buildings Service. Such personnel must display GSA credentials and must sign the Guard register upon entering and leaving the building.
- (3) Commercial, contract, and special workmen will be admitted to Agency buildings as visitors during working and nonworking hours unless prior arrangements are made with the Office of Security. Such personnel, processed as visitors, must be escorted by a CIA staff employee of the office in which the work is to be performed. In emergency cases the escorting may be done by a CIA Guard.

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